

LET'S TALK ABOUT IT APPLICATION INSTRUCTIONS

HOW TO APPLY

Choose your program.

Select a Let's Talk About It series, dates and times. Call The Humanities Council SC (THCSC) at 803-771-2477 to be sure the series is available for that period and to get a list of scholars in your area who are willing to lead discussion groups. You will need a different discussion leader for each book in the series. If you have any questions, contact Theresa Frost at THCSC.

Make arrangements with scholars to be discussion leaders.

When you contact scholars, be prepared to agree upon specifics: date, time, venue, book to be discussed, and—when appropriate—meals, travel, and lodging. LTAI grants consist of \$100 for each session of the series, and that money is specifically allocated to pay each discussion leader (most series are made up of five sessions, making the average grant \$500). The sponsoring organization is responsible for any other cash expenses, such as travel compensation.

Complete and submit the Let's Talk About It Application Form.

The application must be received by THCSC no later than four weeks prior to the date of the program. If you have any questions about the form or about estimating cost share, please feel free to contact Theresa Frost.

APPLICATION REVIEW

Expect a response in approximately two weeks.

Awards are based on availability of funds, potential audience, and evaluations of previous programs. Also, sponsoring organizations are eligible for two LTAI series per year.

Approved applications will receive an award packet and the books for the series.

Your award packet will contain an award letter, final reporting forms, evaluation forms, and publicity materials. Books are sent from South Carolina State Library and will arrive separately.

BEFORE THE PROGRAM

Organize well and make all arrangements.

Be sure to contact the scholars to confirm dates and times, make room reservations, coordinate volunteer or staff help for the event, and distribute books and materials to patrons before the sessions begin.

Publicize your event.

To attract the biggest audience possible, start by utilizing traditional methods such as brightly-colored flyers distributed throughout your community, press releases for local media outlets and organizational/community newsletters, and word-of-mouth advertising through staff and colleagues. You should also investigate localized Internet promotions, such as community-based Web sites, events calendars posted by local media, and public library sites. Also, call your local cable company and ask about submitting an event announcement for their public access channel.

Acknowledge THCSC.

Remember to acknowledge the support of THCSC in all publicity and promotional materials.

DURING & AFTER THE PROGRAM

Remember to give proper credit.

Please be sure to acknowledge THCSC support when the discussion leader is introduced.

Provide evaluation forms.

Be sure to have more than enough copies of audience evaluation forms on hand at each session, and ask audience members to complete them before leaving. These forms are very important in determining the impact of the scholar's discussion, your program, and the Let's Talk About It series in general.

Please complete and return all project forms by the date specified in your award letter and return the books from the series to SC State Library. If you have any questions about the forms or returning the books, feel free to contact THCSC.

LET'S TALK ABOUT IT - GRANT APPLICATION

(Photocopy this form as needed)

Please return the completed form
(with original signatures) to:

THCSC
P.O. Box 5287
Columbia, SC 29250

QUESTIONS?

Tel: 803-771-2477
Fax: 803-771-2487
tjwallace@schumanities.org
www.schumanities.org

Series title: _____

Session 1:

Book

Scholar

Date

Time

Session 2:

Book

Scholar

Date

Time

Session 3:

Book

Scholar

Date

Time

Session 4:

Book

Scholar

Date

Time

Session 5:

Book

Scholar

Date

Time

Project Director/Sponsoring Organization

Co-Sponsoring Organization (if any)

Name

Title

Organization

Address

Name

Address

Phone

Fax

Email

Phone

Fax

Email

Responsible Officer/Director, County Library

Fiscal Agent (if different from officer)

Name

Address

Name

Address

Phone

Fax

Email

Phone

Fax

Email

PLEASE NOTE: Sponsoring organization must be public and non-profit.

FUNDS REQUESTED:

REQUESTED GRANT PERIOD:

Grant funds requested
(max. \$500)

\$ _____

Cost-share

\$ _____

Total project costs

\$ _____

From _____ (mo./yr.)

To _____ (mo./yr.)

continued on next page

LET'S TALK ABOUT IT - GRANT APPLICATION

PLANNING & PROMOTION

Please describe the intended audience for the series, including groups who may be interested in attending. Also, please describe your plans for promoting and publicizing the programs, and indicate how you will attract participants who have not been involved in previous series:

How do you plan to evaluate the series?

BUDGET OUTLINE

Please fill in your cost-share for this series. Cost-share must equal or exceed grant award.

Personnel

(Value of services donated by volunteers serving as discussion leaders and by staff)

Volunteers	\$ _____
Staff	_____

Transportation

Mileage	\$ _____
Meals	_____

Overhead

(Postage, telephone calls, photocopies, and printing of promotional materials; brochures and posters for Let's Talk About It ordered from ALA; meeting space at \$50 per room x 5 programs).

Postage	\$ _____
Telephone	_____
Copies/printing	_____
ALA materials	_____
Meeting space	_____

Total Cost-Share	\$ _____
-------------------------	-----------------

SIGNATURES

Please return the completed form
(with original signatures) to:

THCSC
P.O. Box 5287
Columbia, SC 29250

Responsible Officer/Director, County Library System	_____	Date	_____
---	-------	------	-------

Fiscal Agent	_____	Date	_____
--------------	-------	------	-------

Project Director	_____	Date	_____
------------------	-------	------	-------